

CAREER OPPORTUNITIES IN BANKING

The Bank of Punjab is one of the fastest growing Banks in Pakistan with its profound existence of **35+** years. It operates through a network of **900+** branches. The Bank has established a strong foundation while offering premium banking services with major focus on unsurpassed value added services for its customers through advanced solutions.

In line with the Bank's progression strategy, we invite applications from experienced, dedicated and performance-driven professionals for the following position(s) in our **Cards & Payment Division, (Digital Banking Group)**. The following job profile offers excellent opportunity for the right candidates desirous of building a long term career in a dynamic organization:

Position	Job Summary / Major Responsibilities	Eligibility Criteria
Associate Manager Analytics Grade: Band-10 to Band-9 Location: Lahore Position: 01	- Preparing daily, monthly and quarterly MIS for business on acquiring activities - Pre Screening of Merchant applications with a maximum tolerance level of 3% for discrepancies - Monitoring of deviations and Retrieval requests on a daily basis - Monitors daily/weekly/monthly sales to track the performance of each member of the sales team and report on all sales activities - Follows up with various departments (CIU, DFMU, Legal, Operations, and RMG etc.) to ensure fast processing of merchant requests and ensures a good customer experience - Resolving merchant complaints on a timely basis by coordinating between customers and the relevant bank staff - Regularly reconciling merchant accounts with batch settlement and payments. - Regular monitoring and preparation of retrieval and chargeback MIS and amicably resolving chargeback/retrieval requests with the help of sales staff - Processing merchant accounts from Cheques to IBFT, Auto Credit - Manual posting of merchants (Skip payments, short charged payments, Refunds posting) - Daily Forwarding (Details of new merchants acquiring on a daily basis)	Qualification: Minimum Bachelor's Degree from a HEC recognized Local/ Foreign University. Preference will be given to Master Degree holders. Age: Up to 55 years as on date of application Experience: Minimum 04 Years' Experience, including Banking/Non-Banking Preference shall be given to candidates having relevant experience.

Important Note:

- Only shortlisted candidates shall be called for interviews. No TA/DA will be admissible.
- The Bank of Punjab reserves the right to accept or reject any application(s) without assigning any reason(s) thereof.
- The Bank is an equal opportunity employer. Females, Minorities, Differently Abled Persons (DAP) and Transgender are encouraged to apply.
- The above position(s) carry market based competitive remuneration.

Individuals fulfilling the above-mentioned criteria are encouraged to apply online through BOP career portal <https://www.bop.com.pk/available-jobs> latest by **October 30, 2026**.

BOP Phone Banking: 111-267-200

